

HRIS – Human Resources Information Solution

**RESOURCE GUIDE:**  
AGENCY PLAN FORMS/  
REPORTS/  
KNOWLEDGEBASE



# AGENCY PLAN FORMS/ REPORTS/ KNOWLEDGBASE

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# Absence Management Forms & Reports

## Code Description Table

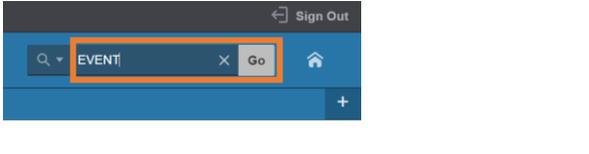
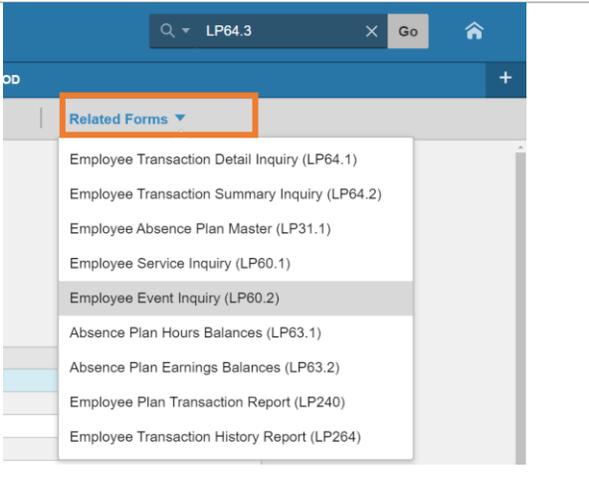
Code	Description
LP00.1	Absence Management Cycle Status
LP01.1	Absence Plan
LP201	Absence Plan Listing
LP02.1	Plan Structure
LP203	Absence Plan Rules Listing
LP03.1	Service Rule
LP03.2	Accrual Rule
LP03.3	Eligibility Rule
LP03.4	Limit Rule
LP03.5	Payroll Rule
LP03.6	General Ledger Rule
LP04.1	Rules Table Options Menu
LP204	Rules Table Listing
LP04.2	Cycle Based Accrual Table
LP04.3	Cycle Based Allotment Table
LP04.4	Cycle Based Limit Table
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LP06.2	Cycle Amount Formula
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LP08.1	Service Class
LP08.2	Service Code
LP208	Service Code Listing
LP08.3	Service Code and Code Relationships
LP210	Service Class Listing
LP08.4	Service Code and Class Relationships
LP09.1	Reason Class
LP211	Reason Class Listing
LP09.2	Reason Code
LP209	Reason Code Listing
LP09.3	Reason Class and Code Relationships
LP09.4	Reason Code and Class Relationships
LP10.1	Link Plan Table

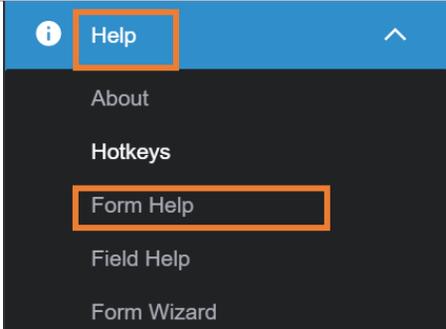
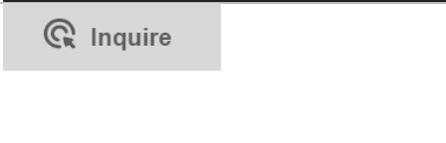
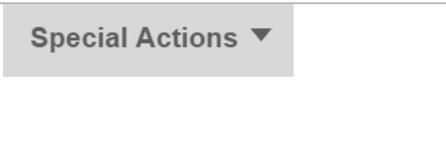
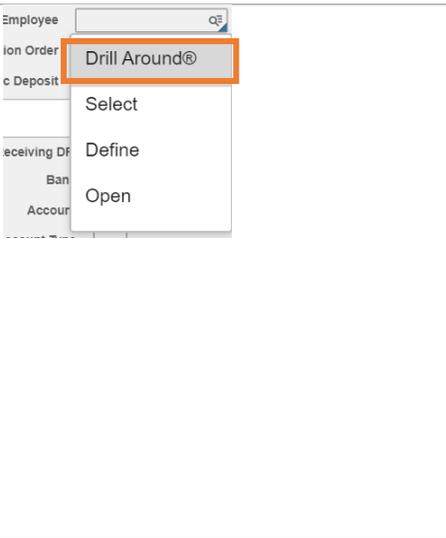
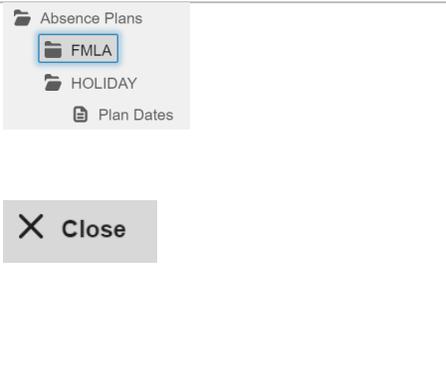
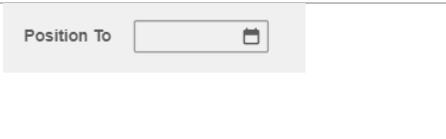
## Absence Management Inquiry Forms

### Code Description Table

Code	Description
LP15.1	Absence Plan Benefit Groups
LP31.1	Employee Absence Plan Master
LP231	Employee Plan Master Listing
LP34.1	Absence Plan Hours Allocation
LP35.1	Employee Absence Group Audit
LP53.1	Employee Service Entry
LP54.1	Employee Event History Update
LP60.1	Employee Service Inquiry
LP60.3	Employee Service Totals
LP60.2	Employee Event Inquiry
LP60.4	Employee Event Totals
LP61.1	Company Event Inquiry
LP62.1	Employee Date Calendar
LP62.2	Employee Days Calendar
LP63.1	Absence Plan Hours Balances
LP63.2	Absence Plan Earnings Balances
LP64.1	Employee Transaction Detail Inquiry
LP64.2	Employee Transaction Summary Inquiry
LP64.3	Employee Transaction Detail Balance Inquiry
LP65.1	Employee Plan Balance Inquiry
LP70.1	Manual Transactions by Employee
LP80.1	Employee Absence Plan Transfer
LP88.1	Length of Service Hours
ZT202	Annual Leave Rollback Warning Report
ZT70.1	Donated Annual Leave
ZT70.2	Donated Annual Leave Return
ZT70.3	Additional Information
ZT70.4	Return Calculation Data
ZT70.5	Donated Annual Leave Batch Maintenance

## Basic Navigation

 	<p>The form search box is located in the upper right-hand side of the screen.</p> <p>Type the desired form (e.g. LP00.1) in the <b>Search Box</b> and click <b>Go</b>.</p> <p>Or, search on forms by typing a word in the search box and click <b>Go</b>.</p>
<p><b>Search Results</b></p> <p>8 hits for 'EVENT'</p> <div data-bbox="219 787 722 1291"> <p>Forms <span>^</span></p> <ul style="list-style-type: none"> <li>+ Benefits</li> <li><b>- Absence Management</b></li> <li>Employee Service and Event Report (LP260)</li> <li>Employee Event Audit Report (LP262)</li> <li>Employee Event History Update (LP54.1)</li> <li>Employee Service and Event Conversion (LP5...</li> <li>Employee Service and Event History Conversi...</li> <li>Employee Event Inquiry (LP60.2)</li> <li>Company Event Inquiry (LP61.1)</li> </ul> </div>	<p>Review your search results.</p> <p><b>Click</b> the desired form to display.</p>
	<p>If forms display the same type of information, or would be the logical next step, use the Drop-Down menu on <b>Related Forms</b> to view. <b>Click</b> the form to transfer.</p>

	<p>Use the <b>Help</b> option, to select useful information regarding the selected form or tips about the system.</p>
	<p>Use the <b>Inquire</b> button after selecting from a Drop Down, Adding, Changing or Deleting information on a form or after using the Previous or Next feature.</p>
	<p><b>Special Action</b> button allows the user to access actions specific to the form. On report forms, it may be a Validate Request key that reviews the parameters to assure a valid setup.</p>
	<p>The <b>Drill Around</b> feature lets you view data without having to transfer to the form or forms. It is an especially useful feature if you do not want to access a different application form and want to view related data to one of the fields on the current form.</p> <p>Viewing data through the Drill Around feature:</p> <p><b>Right-click</b> in a field that lets you use the feature and choose Drill Around, Select, Define or Open.</p> <p>Opens the Drill Explorer to provide additional data related to the set up or pertinent information about the chosen field selection</p>
	<p><b>Select:</b> Opens the Drop-Down selections on the field.</p> <p><b>Define:</b> Opens the form that displays the calculation or original setup for the field selection.</p> <p>Use <b>Close</b> to return to the original screen.</p> <p><b>Open:</b> Opens the form as in Define without the Back option.</p>
	<p><b>Position To:</b> Depending on the form, skip to the desired item by typing the code in this field and click <b>Inquire</b>.</p>

## Definitions

**Accrual:** Accruals are hours that build up over time, similar to a savings account of leave. Defined absence plan rules and tables determine how and when accruals earn.

**Allotment:** An allotment is a lump-sum amount awarded to employees either one time or once a year. Allotments calculate up front, and may adjust over time. In contrast, accruals process in increments over a more frequent, cyclical basis.

**EIN:** Employee ID Number

**Event:** An event is an absence tracked in the Absence Management system. An absence event decreases a plan balance, such as used vacation or a payout. Events tracked in Absence Management link to a reason code, which links to a service (time entry) record. The service record indicates if a plan *should* be decremented. The reason code determines *which* absence plan balance – available or reserve – is decremented.

**HRIS:** The States' name for the payroll system. Human Resources Information Solution.

**Lawson/Infor:** The software vendor for the payroll system.

**LP:** Leave Plan. (AM for Absence Management already in use for a different application.)

**Reason Code:** A reason code on a time record defines an event in Absence Management. The reason code determines which absence plan balance – Available, Reserve, or none – is decreased. Reason codes are required for pay codes tied to event type service codes.

**Service Code:** Service codes represent the kind of hours (for example, vacation, leave of absence, regular hours) that determine length of service, year- to- date, and life-to-date hours for accrual processing.

**SOA:** State of Arizona

## Naming Conventions

When applicable, form examples display for one Plan **Annual** and one Structure Group **LPANSPUNC1**.

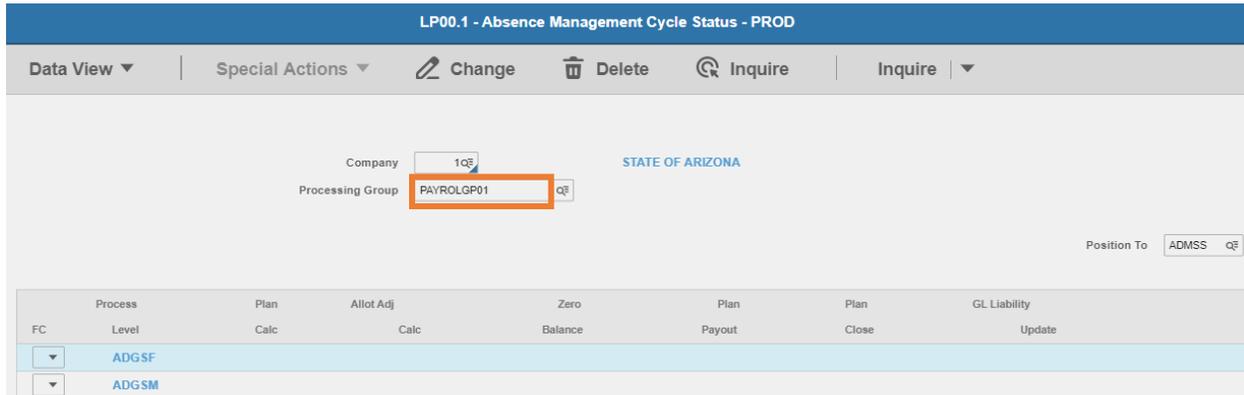
Structure Groups follow the same naming convention:

- **LP:** Main identifier, Leave Plan
- **AN:** Annual, the type of leave.
- **SP:** State Personnel. The group developed to accommodate new guidelines defined by the State Personnel Reform Rules of 9/29/2012.
- **UNC:** Uncovered. staff not covered under personnel rules. (Uncovered employees serve at the pleasure of the appointing authority and do not have grievance or appeal rights.)
- **1:** The group is for employees in a full time FTE status.
  - 1 – Full Time, 1.0 FTE
  - 2 – Half Time, .50 FTE
  - 3 – Three Quarter Time, .75 FTE
  - 4 – One Quarter Time, .25 FTE

## Form Details

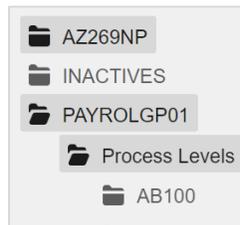
### LP00.1 – Absence Management Cycle Status

View Absence Cycle Status Inquiry (LP00.1) to inquire upon the payroll cycle status of the primary batch update programs in LP. This form also lets you view run flags for a selected Processing Group, or for a selected Process Level based on levels of security.



FC	Process Level	Plan Calc	Allot Adj Calc	Zero Balance	Plan Payout	Plan Close	GL Liability Update
	ADGSF						
	ADGSM						

Select a **Processing Group**. Right click to Drill on the selected group shows the Process Levels included in the group.



- AZ269NP
- INACTIVES
- PAYROLGP01**
- Process Levels
- AB100

**Status indicators are:**

- \* (Program has run)
- R (Program in process)
- E (Program ended in error)
- Blank (Program has not been run)

**PLAN CALC:** XT140 - Employee Absence Plan Calculation

Calculates and processes absence plan transactions for employees enrolled in absence plans. Absence plan transactions process as part of the payroll cycle.

**ALLOT ADJ CALC:** N/A (Not use by SOA)

**ZERO BALANCE:** N/A (Not use by SOA)

**PLAN PAYOUT:** N/A (Not use by SOA)

**PLAN CLOSE:** LP197 - Absence Plan Close

Run Absence Plan Close (LP197) to close transactions processed by Employee Absence Plan Calculation (LP140)

**G/L LIABILITY UPDATE:** N/A (Not use by SOA)

## LP01.1 – Absence Plan

View Absence Plan (LP01.1) to review a plan description, plan status, balance type, table basis, enrollment type, automatic enrollment, and optional plan category. The balance type determines balance management for employees.

**LP01.1 - Absence Plan - PROD**

Special Actions ▾
+ Add
 Change
 Delete
◀ Previous
 Inquire

Company	<input type="text" value="1QF"/>	<b>STATE OF ARIZONA</b>
Plan	<input type="text" value="ANNUAL"/>	ANNUAL LEAVE PLAN
Status	<input type="text" value="1"/>	Active
Balance Type	<input type="text" value="1"/>	Employee group
Table Basis	<input type="text" value="1"/>	Cycle based
Enrollment Type	<input type="text" value="1"/>	Employee group
Automatic Enrollment	<input type="text" value="1"/>	Enable auto enrollment
Web Available	<input type="text" value="2"/>	Available
Web Supervisor Available	<input type="text" value="2"/>	Available
Plan Category	<input type="text" value="ANN"/>	ANNUAL LEAVE-BALANCE TRANSFER

Select	Plan	Description
→	ANNUAL	ANNUAL LEAVE PLAN
→	COMP	COMPENSATORY TIME
→	DONATED	DONATED LEAVE PLAN
→	EDUCATION	educational leave
→	FAMILYSICK	FAMILY SICK
→	FMLA	FMLA
→	HOLIDAY	HOLIDAY LEAVE
→	INDUSTRIAL	INDUSTRIAL
→	MILITARY	MILITARY LEAVE PLAN
→	PERSONAL	ASDB-PERSONAL LEAVE PLAN
→	PERSONALLV	PERSONAL LEAVE_OTHER
→	RECOGNITN	MERITORIOUS LEAVE
→	SICK	SICK LEAVE PLAN
→	SPREADPAY	ASDB TEACHERS W/ SPREADPAY

### Balance type options

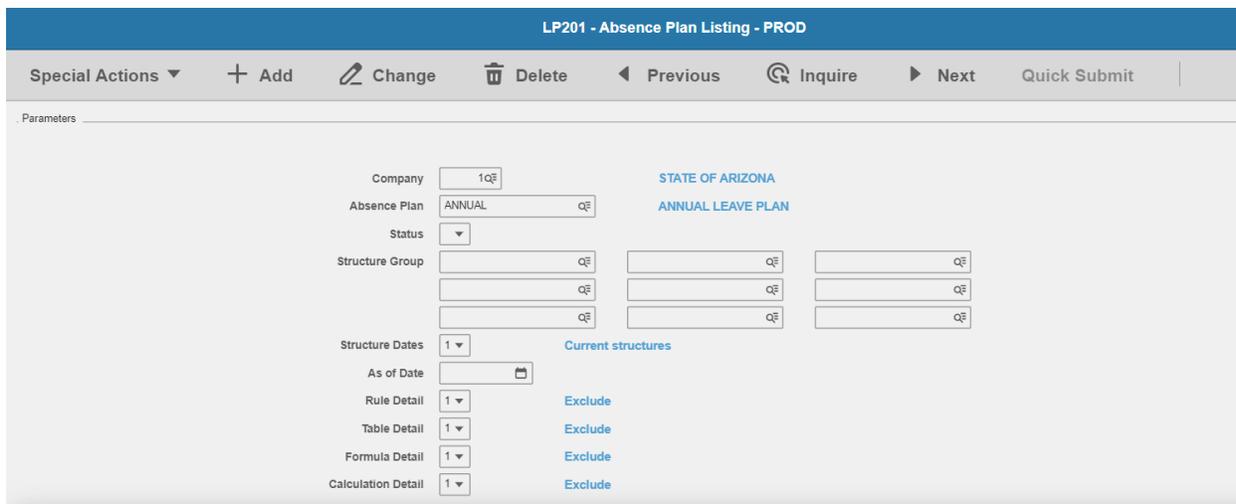
- Employee group or
- Position code (SOA does not use positions as a factor for LP)

The table basis determines length of service measurement, which then determines how table detail ranges effect accruals and other calculations.

The plan category groups plans for checking limits and for reporting.

## LP201 – Absence Plan Listing

Run Absence Plan Listing (LP201) to print a list of the absence plans and plan structures that defined for a company. You can also print plan details to get a more complete picture of the components defined on an absence plan.



**LP201 - Absence Plan Listing - PROD**

Special Actions ▾ + Add  Change  Delete ◀ Previous  Inquire ▶ Next Quick Submit

Parameters

Company: 1QE STATE OF ARIZONA

Absence Plan: ANNUAL ANNUAL LEAVE PLAN

Status: ▾

Structure Group: [input] [input] [input]

Structure Dates: 1 Current structures

As of Date: [calendar icon]

Rule Detail: 1 Exclude

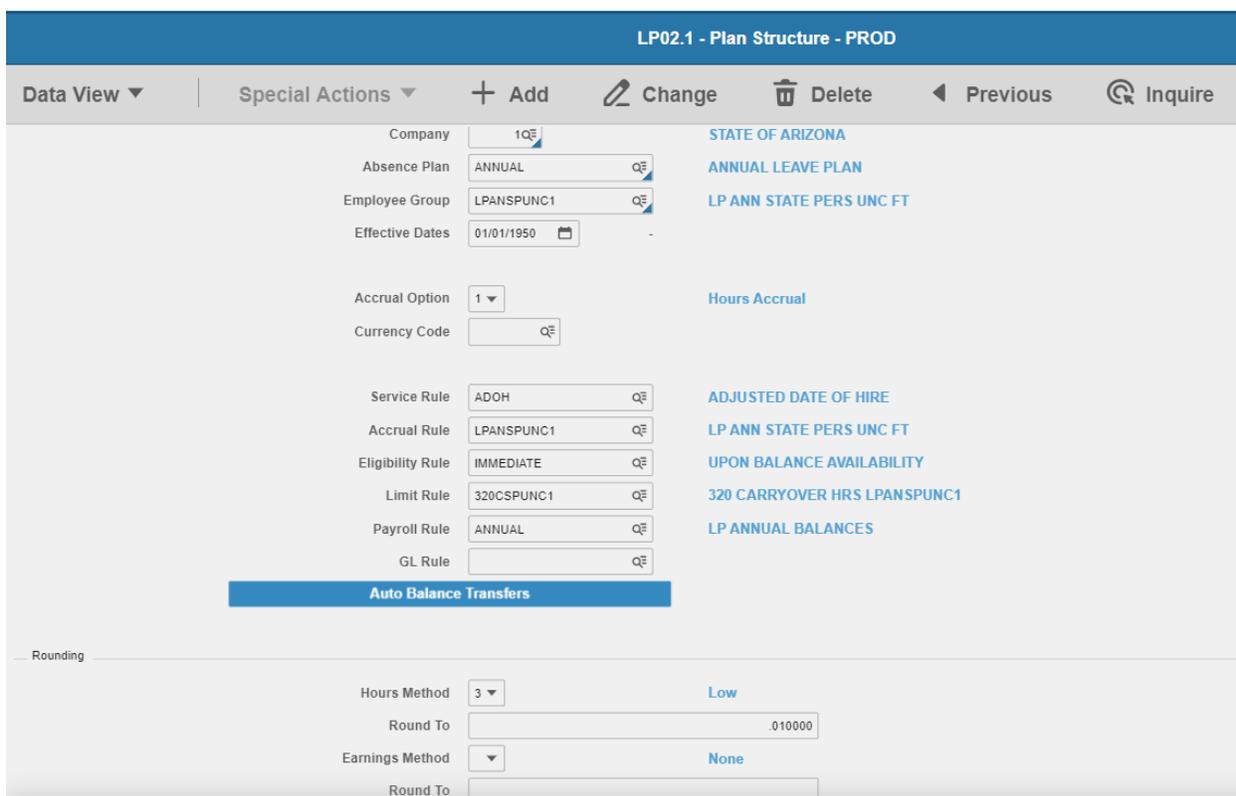
Table Detail: 1 Exclude

Formula Detail: 1 Exclude

Calculation Detail: 1 Exclude

## LP02.1 – Plan Structure

View Plan Structure (LP02.1) to review the specific set of rules for each absence plan and employee group combination. This lets you apply different rules to different employee groups within the same absence plan.



**LP02.1 - Plan Structure - PROD**

Data View ▾ | Special Actions ▾ + Add  Change  Delete ◀ Previous  Inquire

Company: 1QE STATE OF ARIZONA

Absence Plan: ANNUAL ANNUAL LEAVE PLAN

Employee Group: LPANSPUNC1 LP ANN STATE PERS UNC FT

Effective Dates: 01/01/1950 -

Accrual Option: 1 Hours Accrual

Currency Code: [input]

Service Rule: ADOH ADJUSTED DATE OF HIRE

Accrual Rule: LPANSPUNC1 LP ANN STATE PERS UNC FT

Eligibility Rule: IMMEDIATE UPON BALANCE AVAILABILITY

Limit Rule: 320CSPUNC1 320 CARRYOVER HRS LPANSPUNC1

Payroll Rule: ANNUAL LP ANNUAL BALANCES

GL Rule: [input]

**Auto Balance Transfers**

Rounding

Hours Method: 3 Low

Round To: [input] .010000

Earnings Method: ▾ None

Round To: [input]

**Rules govern activity for three accrual options:**

- Hours accrual
- Earnings accrual, or
- Hours and earnings accruals

**NOTE: SOA does not use the Earnings accrual option.**

## LP203 – Absence Plan Rules Listing

Run Plan Rules Listing (LP203) to print a list of the rules defined for a company and corresponding information for each rule.

**LP203 - Absence Plan Rules Listing - PROD**

Special Actions ▾
+ Add
 Change
 Delete
◀ Previous
 Inquire
▶ Next
Quick Submit

Parameters

Company

Rule Type

Table Detail

Table Date

Formula Detail

Calculation Detail

STATE OF ARIZONA

Accrual Rules

Exclude

Exclude

Exclude

Exclude

## LP03.1 – Service Rule

View Service Rule (LP03.1) for the service begin date for each employee plan master record. The service begin date is the starting point from which length of service for accruals, allotment, and other calculations is obtained.

**LP03.1 - Service Rule - PROD**

Special Actions ▾
+ Add
 Change
 Delete
◀ Previous
 Inquire
▶ Next
Inquire ▾

Company

Service Rule

Date

Date User Field

Calendar Date

Waiting Period Start

Waiting Period

Unit

Wait Service Class

Hours Type

Date Flag

Nearest Point

Points

Pay Cycle Adjust

**STATE OF ARIZONA**

ADJUSTED DATE OF HIRE

**Adjusted Hire Date**

**Do not adjust**

## LP03.2 – Accrual Rule

View Accrual Rule (LP03.2) for the accrual and allotment rules for each employee accrual record. Accruals calculate over time, whereas allotments calculate up front, and may or may not be adjusted over time. An accrual rule may have just an accrual, just an allotment, or both.

The Hours Table controls the accumulation of time into available balances.

LP03.2 - Accrual Rule - PROD

Data View ▾ | Special Actions ▾ | + Add |  Change |  Delete | ◀ Previous |  Inquire | ▶ Next | Inquire ▾ |

Company  STATE OF ARIZONA  
 Accrual Rule

Accrual Allotment Allotment Wait

Date  Plan Entry Date  
 Date User Field   
 Waiting Period Start   
 Waiting Period   
 Unit   
 Service Class   
 Hours Type   
 Date Flag   
 Nearest Point   
 Points         
 Pay Cycle Adjust  Adjust to pay period  
 Accrual From Option  Accrual Start Date  
 Hours Table  LP ANN STATE PERS UNC FT  
 Earnings Table

LP03.2 - Accrual Rule - PROD

Data View ▾ | Special Actions ▾ | + Add |  Change |  Delete | ◀ Previous |  Inquire | ▶ Next | Inquire ▾ |

Company  STATE OF ARIZONA  
 Accrual Rule

Accrual Allotment Allotment Wait

Date   
 Date User Field   
 Calendar Date   
 Allotment Point   
 Allotment Period   
 Allotment Unit   
 Occurrence   
 Relation to Accrual   
 Relation to Eligibility   
 Pay Cycle Adjust  Do not adjust  
 Hours Table  Rounding   
 Earnings Table  Rounding  Round To   
 Round To

**LP03.2 - Accrual Rule - PROD**

Data View | Special Actions | + Add | Change | Delete | Previous | Inquire | Next | Inquire

Company: 10E STATE OF ARIZONA  
 Accrual Rule: LPANSPUNC1 LP ANN STATE PERS UNC FT

Accrual Allotment **Allotment Wait**

Waiting Period Start: [dropdown]  
 Waiting Period: [text field]  
 Unit: [dropdown]  
 Service Class: 0E  
 Hours Type: [dropdown]  
 Date Flag: [dropdown]  
 Nearest Point: [dropdown]  
 Points: [grid of 14 calendar icons]

### LP03.3 – Eligibility Rule

The Eligibility Rule (LP03.3) defines when accruals, allotments, or both become eligible for use.

**LP03.3 - Eligibility Rule - PROD**

Data View | Special Actions | + Add | Change | Delete | Previous | Inquire | Next | Inquire

Company: 10E STATE OF ARIZONA  
 Eligibility Rule: FMLA LP51-FMLA DATE

Date: 02 Adjusted Hire Date  
 Date User Field: 0E

Waiting Period Start: [dropdown]  
 Waiting Period: [text field]  
 Unit: [dropdown]  
 Service Class: 0E  
 Hours Type: [dropdown]  
 Date Flag: [dropdown]  
 Nearest Point: [dropdown]  
 Points: [grid of 14 calendar icons]

Pay Cycle Adjust: [dropdown] Do not adjust  
 Occurrence: 99 As accrued

## LP03.4 – Limit Rule

The Limit Rule (LP03.4) defines the amount of hours an employee can keep going into the new year.

**LP03.4 - Limit Rule - PROD**

Data View ▾ | Special Actions ▾ | + Add |  Change |  Delete | ◀ Previous |  Inquire | ▶ Next | Inquire ▾

Company: 1QE | STATE OF ARIZONA

Limit Rule: 240CARY | 240 CARRYOVER HRS

Reset Date: ▾

Reset Point: 01/01 

---

Ongoing Balance Limit

Hours Table: ▾ | QE

Earnings Table: ▾ | QE

Balance Limit Type: ▾

Bypass Limit Flag: ▾ | Do not bypass;excl Available

---

Annual Accrual Limit

Hours Table: ▾ | QE

Earnings Table: ▾ | QE

Accrual Limit Type: ▾

---

Carryover Limit

Hours Table: 240CARY | QE | 240 CARRYOVER HRS

Earnings Table: ▾ | QE

Carryover Period: ▾

Unit: ▾

## LP03.5 – Payroll Rule

The Payroll Rule (LP03.5) defines the usage service class and payout service code for both hours and earnings balances, and which balances print on payments (available, accrued, or reserved).

**LP03.5 - Payroll Rule - PROD**

Data View ▾ | Special Actions ▾ | + Add |  Change |  Delete | ◀ Previous |  Inquire | ▶ Next | Inquire ▾

Company: 1QE | STATE OF ARIZONA

Payroll Rule: ANNUAL | LP ANNUAL BALANCES

Hours Balances | Earnings Balances | Payment Print

Service Class: ANN | ANNUAL LEAVE BALANCE

Payout Service Code: ▾ | QE

---

Negative Balance

Negative Balance Limit: .000001-

Link Plan Table: ▾ | QE

Final Link Plan Option: ▾

Process Order: 2 | Orig neg bal limit

Negative Balance Option: 2 | Error

Web Negative Balance Option: ▾

Unpaid Service Code: ▾ | QE

---

Usage

Usage Balance Option: 1 | Warning

Usage Balance Limit: 80.0000000

Web Usage Limit Option: 3 | Do not check balance

**LP03.5 - Payroll Rule - PROD**

Data View ▾ | Special Actions ▾ | + Add |  Change |  Delete | ◀ Previous |  Inquire | ▶ Next | Inquire ▾

Company  STATE OF ARIZONA  
 Payroll Rule

Hours Balances | **Earnings Balances** | Payment Print

Service Class    
 Payout Service Code

... Negative Balance

Negative Balance Limit   
 Link Plan Table    
 Final Link Plan Option   
 Process Order   
 Negative Balance Option   
 Web Negative Balance Option

**LP03.5 - Payroll Rule - PROD**

Data View ▾ | Special Actions ▾ | + Add |  Change |  Delete | ◀ Previous |  Inquire | ▶ Next | Inquire ▾

Company  STATE OF ARIZONA  
 Payroll Rule

Hours Balances | Earnings Balances | **Payment Print**

Hours	Description	Payment Print
Available Balance	<input type="text" value="HOLIDAY"/>	<input type="text" value="1"/> <a href="#">Print on payment</a>
Accrued Balance	<input type="text"/>	<input type="text"/> <a href="#">Do not print</a>
Reserve Balance	<input type="text"/>	<input type="text"/> <a href="#">Do not print</a>
Carryover Balance	<input type="text"/>	<input type="text"/> <a href="#">Do not print</a>

Earnings	Description	Payment Print
Available Balance	<input type="text"/>	<input type="text"/> <a href="#">Do not print</a>
Accrued Balance	<input type="text"/>	<input type="text"/> <a href="#">Do not print</a>
Reserve Balance	<input type="text"/>	<input type="text"/> <a href="#">Do not print</a>
Carryover Balance	<input type="text"/>	<input type="text"/> <a href="#">Do not print</a>

## LP03.6 – General Ledger Rule - Not used by SOA

## LP04.1 – Rules Table Options

Menu options for LP04.2 – LP04.3 – LP04.4 – LP04.5 – LP04.6 – LP04.7 – LP04.8 – LP04.9

**LP04.1 - Rules Table Options - PROD**

- Cycle Based Accrual Table**
- Cycle Based Allotment Table**
- Cycle Based Limit Table**
- Cycle Based GL Liability Table**
  
- Hours Based Accrual Table**
- Hours Based Allotment Table**
- Hours Based Limit Table**
- Hours Based GL Liability Table**

## LP204 - Rules Tables Listing

Run Rules Tables Listing (LP204) to print a list of the tables defined for a company for use on an absence plan rule. The table does not have to attach to a rule to be included on the report. To print a report of that lists the tables attached to each rule, run Plan Rules Listing (LP203)

## LP04.2 – Cycle Based Accrual Table

The Cycle Based Accrual Table (LP04.2) defines cycle-based tables for use on the Accrual Tab of Accrual Rule (LP03.2).

From	FC	Cycle	Amount or Percent	Ind	Formula	Calculation	Maximum
					6.47_FT		6.470000

You can define the following combinations:

- Flat amount
- Formula (up to optional maximum)
- Calculation (up to optional maximum)

- Flat amount + formula (up to optional maximum)
- Flat amount + calculation (up to optional maximum)
- Percent \* formula (up to optional maximum)
- Percent \* calculation (up to optional maximum)

Each line must have at least one of the following:

- Amount
- Formula
- Calculation

If using amount or percent, the indicator field defines the entry. If a percent, the line must also have either a formula or calculation entered. A line can have either a formula or a calculation, not both.

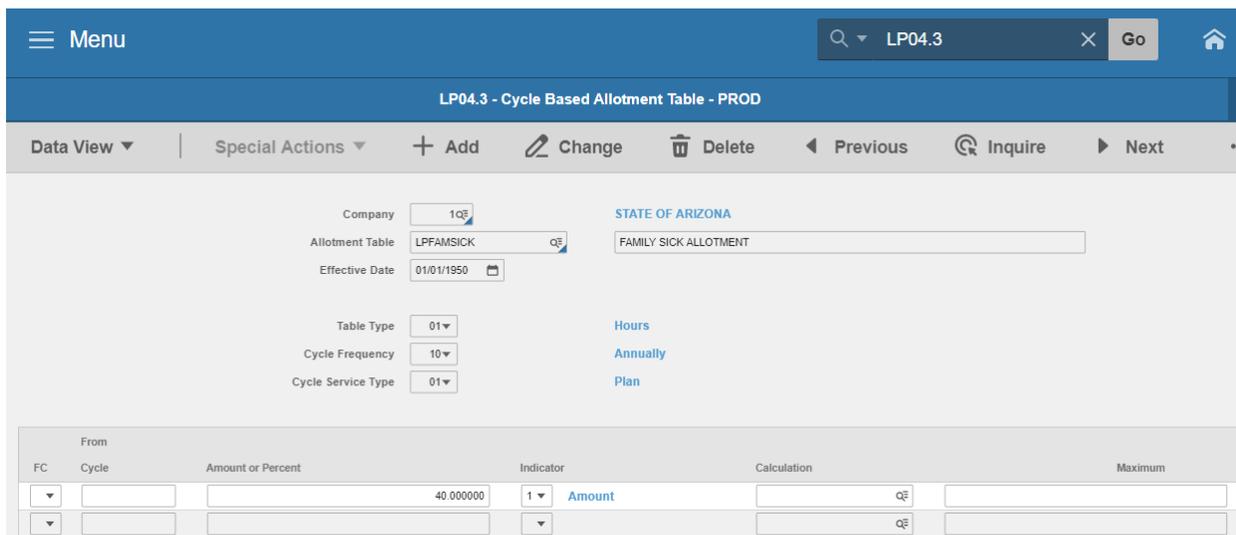
The types of formulas used on a cycle based accrual table are:

- - Cycle amount formula
- - Ratio formula
- - Date formula

**NOTE: The hours amount formula is invalid for cycle based accrual tables.**

### LP04.3 – Cycle Based Allotment Table

The Cycle Based Allotment Table (LP04.3) defines cycle-based tables for use on the Allotment Tab of Accrual Rule (LP03.2).



From	FC	Cycle	Amount or Percent	Indicator	Calculation	Maximum
			40.000000	1	Amount	

You can define the following combinations:

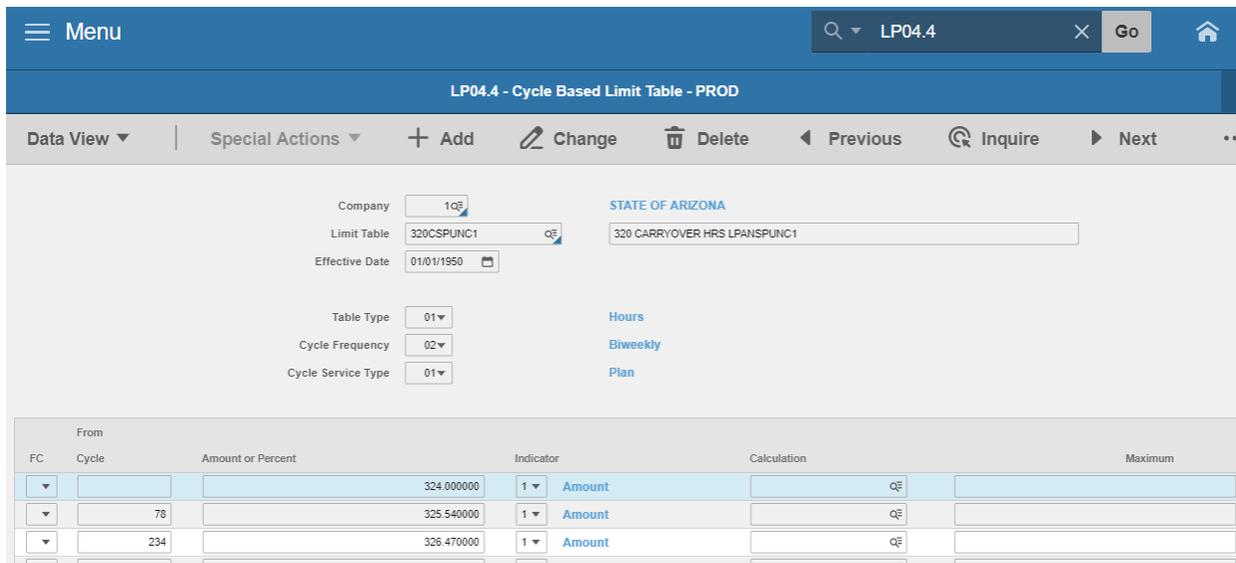
- Flat amount
- Calculation (up to optional maximum)
- Flat amount + calculation (up to optional maximum)

- Percent \* calculation (up to optional maximum)

Any calculation entered directly on a cycle based allotment table cannot use a service class in either the numerator or the denominator.

## LP04.4 – Cycle Based Limit Table

The Cycle Based Limit Table (LP04.4) defines cycle-based tables to use for ongoing balance limits, annual accrual limits, or carryover limits on Limit Rule (LP03.4).



From	FC	Cycle	Amount or Percent	Indicator	Calculation	Maximum
			324.000000	1	Amount	
		78	325.540000	1	Amount	
		234	326.470000	1	Amount	

You can define the following combinations:

- Flat amount
- Calculation (up to optional maximum)
- Flat amount + calculation (up to optional maximum)
- Percent \* calculation (up to optional maximum)

Each line on a cycle-based limit table must have at least one of the following:

Amount

Calculation

If an amount or percent, the corresponding indicator defines the entry.

- Percent \* calculation (up to optional maximum)

Each line on a cycle-based limit table must have at least one of the following:

- Amount
- Calculation

Any calculation entered directly on a cycle-based limit table cannot use a service class in either the numerator or the denominator.

LP04.5 – Cycle Based GL Liability Table – Not Used by SOA

LP04.6 – Hours Based Accrual Table– Not Used by SOA

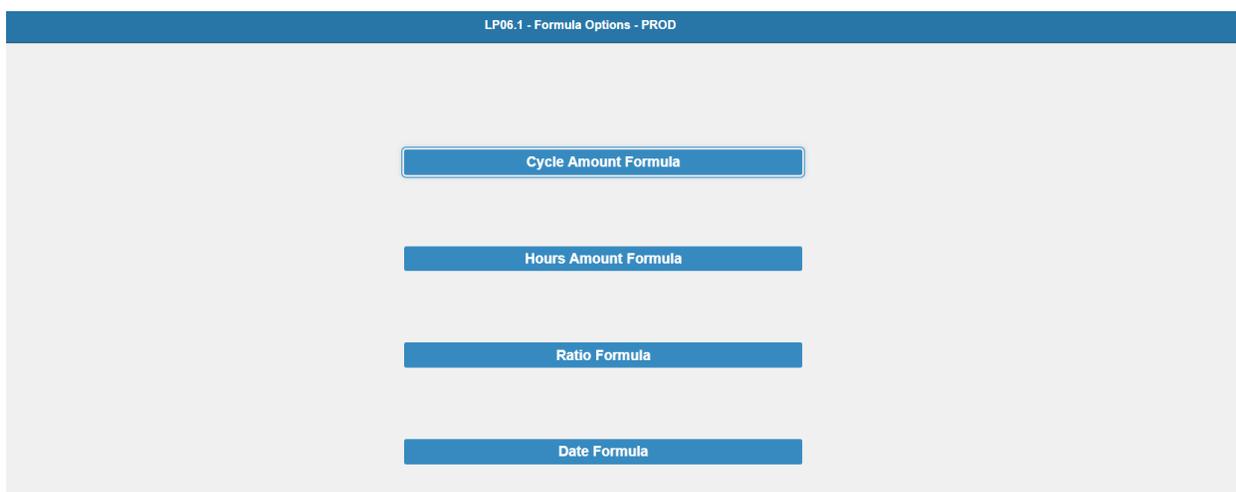
LP04.7 – Hours Based Allotment Table– Not Used by SOA

LP04.8 – Hours Based Limit Table– Not Used by SOA

LP04.9 - Hours Based GL Liability Table– Not Used by SOA

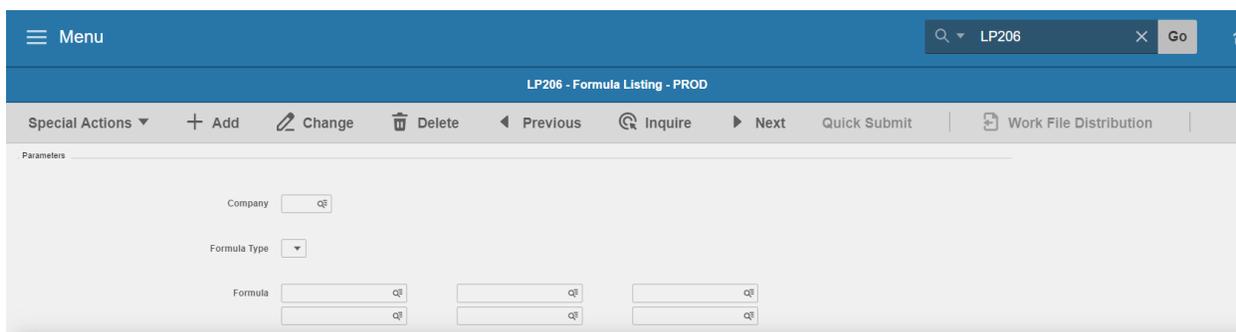
### LP06.1 – Formula Options Menu

Menu options for LP06.2 – LP06.3 – LP06.4 – LP06.5



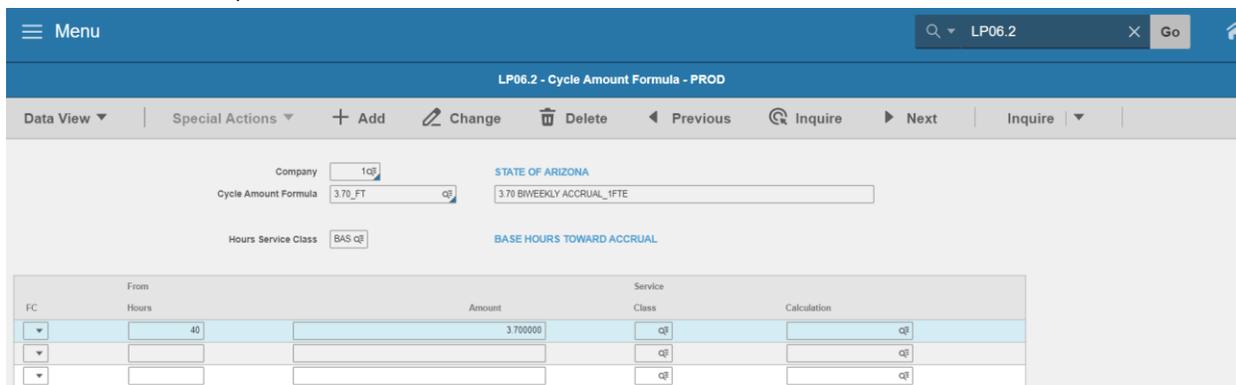
### LP206 – Formula Listing

Run Formula Listing (LP206) to print a list of the amount formulas, ratio formulas, and/or date formulas defined for use in a table for an absence plan rule. Formulas do not have to attach to a plan to be included on the report.



## LP06.2 – Cycle Amount Formula

The Cycle Amount Formula (LP06.2) defines values for different levels of hours based on the service class selected on the formula. Values can be a flat amount, an amount multiplied by hours or earnings from a service class, or a calculation.



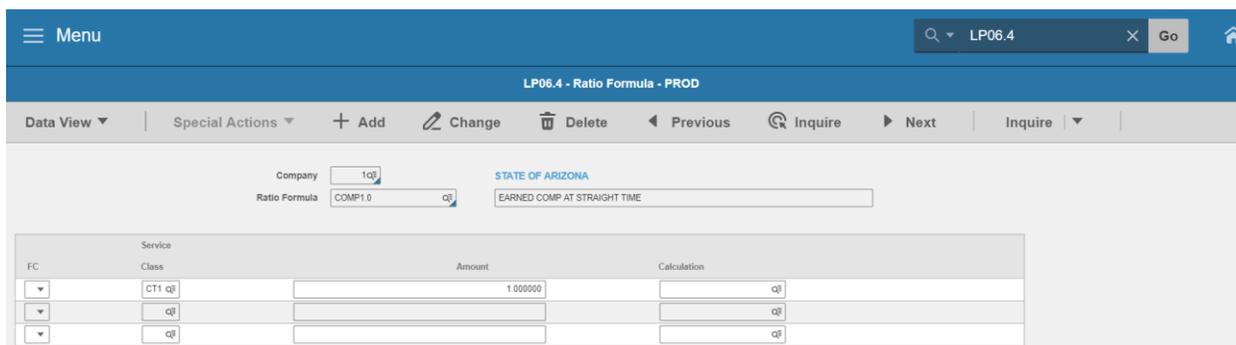
The screenshot shows the configuration for LP06.2. The Company is set to 10J (STATE OF ARIZONA). The Cycle Amount Formula is 3.70\_FT, and the Service Class is BAS\_QE (BASE HOURS TOWARD ACCRUAL). The table below shows the configuration for the formula:

FC	From Hours	Amount	Service Class	Calculation
	40	3.700000	QE	QE
			QE	QE
			QE	QE

## LP06.3 – Hours Amount Formula – Not Used by SOA

## LP06.4 – Ratio Formula

The Ratio Formula defines values for service classes. Values can be either an amount or a calculation, multiplied by the hours from the service class.



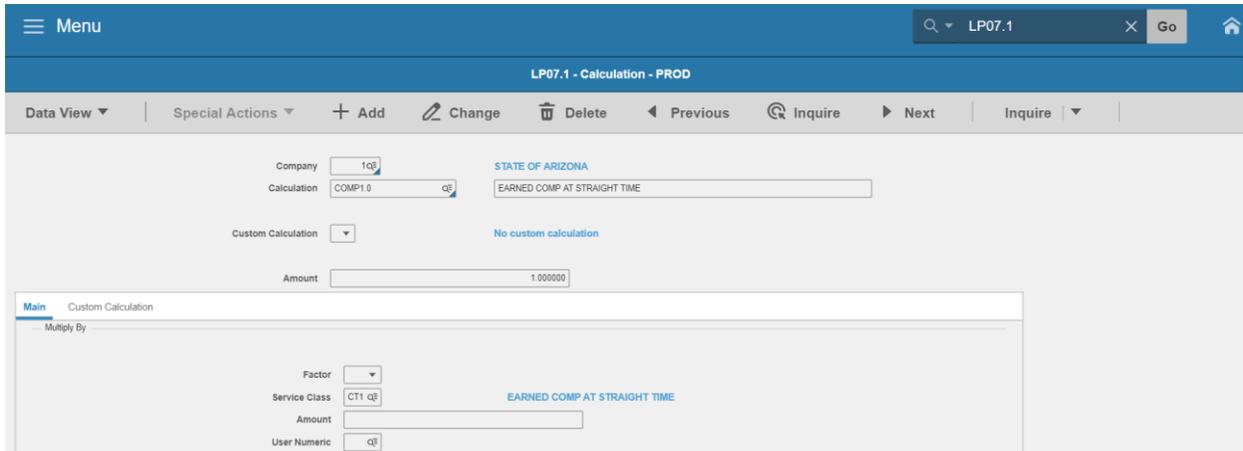
The screenshot shows the configuration for LP06.4. The Company is set to 10J (STATE OF ARIZONA). The Ratio Formula is COMP1.0, and the Service Class is CT1\_QE (EARNED COMP AT STRAIGHT TIME). The table below shows the configuration for the formula:

FC	Service Class	Amount	Calculation
	CT1_QE	1.000000	QE
	QE		QE
	QE		QE

## LP06.5 – Date Formula – Not Used by SOA

## LP07.1 – Calculation

The Calculation (LP07.1) Defines additional parameters for accrual computations or define a custom calculation. Calculations are by formulas or by tables directly.



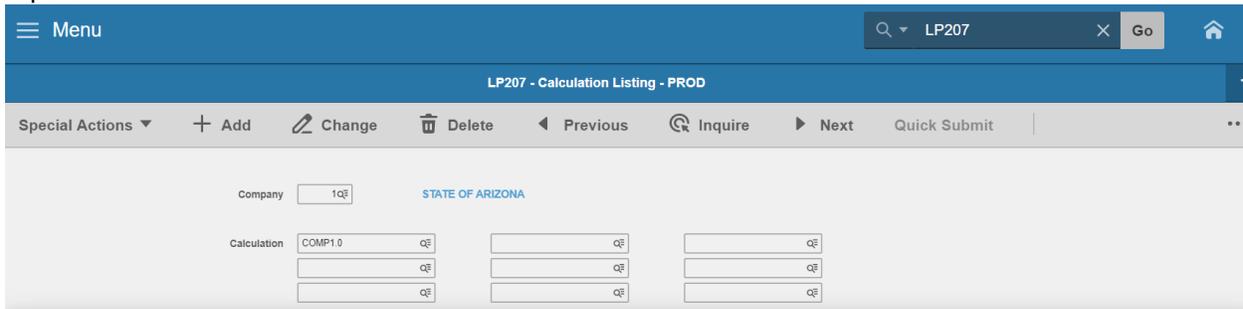
The screenshot shows the 'LP07.1 - Calculation - PROD' form. At the top, there is a search bar with 'LP07.1' and a 'Go' button. Below the search bar is a navigation bar with 'Data View', 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. The main form area contains the following fields:

- Company: 1Q3
- Calculation: COMP10
- Amount: 1.000000
- Service Class: CT1
- User Numeric: Q

The form also displays 'STATE OF ARIZONA' and 'EARNED COMP AT STRAIGHT TIME'. A 'Main' section is visible with a 'Multiply By' dropdown and a 'Factor' dropdown.

## LP207 – Calculation Listing

Run Calculation Listing (LP207) to print a list of the calculations defined for use in a table or formula on an absence plan rule. Calculations do not have to attach to a plan to be included on the report.



The screenshot shows the 'LP207 - Calculation Listing - PROD' form. At the top, there is a search bar with 'LP207' and a 'Go' button. Below the search bar is a navigation bar with 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Quick Submit'. The main form area contains the following fields:

- Company: 1Q3
- Calculation: COMP10

The form also displays 'STATE OF ARIZONA'. Below the main fields, there is a grid of input fields for additional calculations.

## LP08.1 – Service Class

The Service Class (LP08.1) defines service classes for an absence plan. A service class groups service codes for absence plan processing. Service codes tie to service classes. Service classes indicate which service codes will be included for length of service requirements, accrual calculations, limit calculations, and decrementing plan balances for both usage and payouts.

LP08.1 - Service Class - PROD		
Data View ▾   Special Actions ▾   + Add    Change    Inquire   Inquire   ▾   Related Forms ▾		
Company		STATE OF ARIZONA
FC	Class	Description
▾	102 QF	ZR06 COMP UF/NONE-102
▾	320 QF	ZR06 HOLIDAY USED CLASS
▾	394 QF	SPREADPAY BANK-ADDED
▾	395 QF	SPREADPAY BANK-TAKEN
▾	900 QF	ZR06 PREM OT-900
▾	ANN QF	ANNUAL LEAVE BALANCE
▾	BAS QF	BASE HOURS TOWARD ACCRUAL
▾	BEN QF	ACA-BENEFIT ELIGIBILITY
▾	CMP QF	COMP LEAVE BALANCE

## LP08.2 – Service Code

The Service Code (LP08.2) defines employee service. Service codes tie to a pay codes and service records created via time entry.

LP08.2 - Service Code - PROD					
Data View ▾   Special Actions ▾   + Add    Change    Inquire   Inquire   ▾   Related Forms ▾					
Company		STATE OF ARIZONA		Position To 300	
FC	Code	Description	Event	Reason Code	
▾	100 QF	REGULAR PAY	▾ No Event	QF	
▾	101 QF	REG IN EXCESS OF 40 HRS	▾ No Event	QF	
▾	102 QF	EXCLUDED EMPLOYEES EXTRA	▾ No Event	QF	
▾	104 QF	WORK PERFORMED-COLISEUM	▾ No Event	QF	
▾	105 QF	PARTIAL DAY ABSENCE	▾ No Event	QF	
▾	106 QF	BOARD/COMMISSION PAY	▾ No Event	QF	
▾	107 QF	TEMPORARY EMP SALARY	▾ No Event	QF	
▾	108 QF	ELECTED OFFICIAL SALARY A	▾ No Event	QF	
▾	10A QF	STAFF DEVELOPMENT	▾ No Event	QF	

## LP208 – Service Code Listing

Run Service Code Listing (LP208) to print a list of the service codes defined for a company and corresponding detail for each code. Select whether to list active or inactive codes only or leave Status field blank to list all codes.

**LP208 - Service Code Listing - PROD**

Special Actions ▾ + Add  Change  Delete ◀ Previous  Inquire ▶ Next Quick Submit

Parameters

Company  STATE OF ARIZONA

Status

## LP08.3 – Service Class and Code Relationships

The Service Class and Code Relationships (LP08.3) ties service codes to service classes for absence plan processing.

**LP08.3 - Service Class and Code Relationships - PROD**

Data View ▾ | Special Actions ▾ + Add  Change  Delete ◀ Previous  Inquire ▶ Next Inquire

Company  STATE OF ARIZONA

Service Class  ACA-BENEFIT ELIGIBILITY

FC	Service Code	Hours	Earnings
<input type="text" value="100"/>	REGULAR PAY	<input type="text" value="1"/> Include	<input type="text" value="2"/> Exclude
<input type="text" value="101"/>	REG IN EXCESS OF 40 HRS	<input type="text" value="1"/> Include	<input type="text" value="2"/> Exclude
<input type="text" value="102"/>	EXCLUDED EMPLOYEES EXTRA	<input type="text" value="1"/> Include	<input type="text" value="2"/> Exclude
<input type="text" value="104"/>	WORK PERFORMED-COLISEUM	<input type="text" value="1"/> Include	<input type="text" value="2"/> Exclude
<input type="text" value="105"/>	PARTIAL DAY ABSENCE	<input type="text" value="1"/> Include	<input type="text" value="2"/> Exclude
<input type="text" value="106"/>	BOARD/COMMISSION PAY	<input type="text" value="1"/> Include	<input type="text" value="2"/> Exclude
<input type="text" value="107"/>	TEMPORARY EMP SALARY	<input type="text" value="1"/> Include	<input type="text" value="2"/> Exclude
<input type="text" value="108"/>	ELECTED OFFICIAL SALARY A	<input type="text" value="1"/> Include	<input type="text" value="2"/> Exclude
<input type="text" value="10A"/>	STAFF DEVELOPMENT	<input type="text" value="1"/> Include	<input type="text" value="2"/> Exclude

## LP210 – Service Class Listing

Run Service Class Listing (LP210) to print a list of the service classes defined for a company and the service codes that have a relationship defined with the class.

**LP210 - Service Class Listing - PROD**

Special Actions ▾ + Add  Change  Delete ◀ Previous  Inquire ▶ Next Quick Submit

Company  STATE OF ARIZONA

Service Class

## LP08.4 – Service Code and Class Relationships

The Service Code and Class Relationships (LP08.4) ties service codes and classes.

**LP08.4 - Service Code and Class Relationships - PROD**

Data View ▾ | Special Actions ▾ | + Add |  Change |  Delete | ◀ Previous |  Inquire | ▶ Next | Inquire ▾

Company  STATE OF ARIZONA  
 Service Code  ANNUAL LEAVE TAKEN

FC	Service Class	Hours	Earnings
▼	ANN QE ANNUAL LEAVE BALANCE	1 ▼ Include	2 ▼ Exclude
▼	BAS QE BASE HOURS TOWARD ACCRUAL	1 ▼ Include	2 ▼ Exclude
▼	BEN QE ACA-BENEFIT ELIGIBILITY	1 ▼ Include	2 ▼ Exclude
▼	FM2 QE FMLA OPPOSITE PAYCODES	1 ▼ Include	2 ▼ Exclude
▼	QE	▼	▼
▼	QE	▼	▼

## LP09.1 – Reason Class

The Reason Class (LP09.1) groups together reason codes for absence plan processing.

**LP09.1 - Reason Class - PROD**

Data View ▾ | Special Actions ▾ | + Add |  Change |  Inquire | Inquire ▾ | Related Forms ▾

Company  STATE OF ARIZONA

FC	Reason Class	Description
▼	FML QE	FMLA INTERMITTENT HOURS REPORT
▼	QE	
▼	QE	

## LP211 – Reason Class Listing

Run Reason Class Listing (LP211) to print a list of the reason classes defined for a company and the reason classes that have a relationship defined with the class.

**LP211 - Reason Class Listing - PROD**

Special Actions ▾ | + Add |  Change |  Delete | ◀ Previous |  Inquire | ▶ Next | Quick Submit

Company  STATE OF ARIZONA

Reason Class

## LP09.2 – Reason Code

The Reason Code (LP09.2) defines an absence management event. These events can either decrement a plan balance, such as vacation hours used, or track absences that do not decrement a plan balance. The reason code determines which absence plan balance is decremented.

LP09.2 - Reason Code - PROD									
Data View ▾		Special Actions ▾		+ Add	 Change	 Inquire	Inquire ▾	Related Forms ▾	
31F	QE	FMLA-SICK LEAVE TAKEN	1	Available	1	Absence			
32	QE	LP981 Conversion Data-TM01		None	2	Non Absence			
320	QE	HOLIDAY PAY		None	1	Absence			
321	QE	HOLIDAY LEAVE EARNED	1	Available	1	Absence			
322	QE	HOLIDAY LEAVE TAKEN	1	Available	1	Absence			
323	QE	HOLIDAY LEAVE PAYOUT-WIRET	1	Available	1	Absence			
324	QE	HOLIDAY LV-FINAL ACCRUAL-WIRET	1	Available	1	Absence			
32A	QE	ANN LIVE-FINAL ACCRUAL-WIO RET	1	Available	1	Absence			
32F	QE	FMLA-HOLIDAY PAY	1	Available	1	Absence			
33	QE	LP981 Conversion Data-TM01		None	2	Non Absence			
330	QE	COMPENSATORY LEAVE TAKEN	1	Available	1	Absence			

More	
Service Code	311 <input type="text"/> QE
Points	<input type="text"/>
SICK LEAVE-FAMILY	
Status	<input type="text"/> Active

## LP209 – Reason Code Listing

Run Reason Code Listing (LP209) to print a list of the reason codes defined for a company and corresponding detail for each code. Select whether to list active or inactive codes only or leave Status field blank to list all codes.

LP209 - Reason Code Listing - PROD						
Special Actions ▾	+ Add	 Change	 Delete	◀ Previous	 Inquire	▶ Next Quick Submit
Parameters						
Company	<input type="text"/> 1QE	STATE OF ARIZONA				
Status	<input type="text"/> 1	Active				

### LP09.3 – Reason Class and Code Relationships

The Reason Class and Code Relationships (LP09.3) tie reason classes with reason codes for absence plan processing.

LP09.3 - Reason Class and Code Relationships - PROD		
Data View ▾   Special Actions ▾   + Add    Change   ◀ Previous    Inquire   ▶		
Company	<input type="text" value="1QE"/>	STATE OF ARIZONA
Reason Class	<input type="text" value="FML QE"/>	FMLA INTERMITTENT HOURS REPORT
FC	Reason Code	Description
<input type="text" value=""/>	<input type="text" value="30F QE"/>	FMLA-ANNUAL LEAVE TAKEN
<input type="text" value=""/>	<input type="text" value="31F QE"/>	FMLA-SICK LEAVE TAKEN
<input type="text" value=""/>	<input type="text" value="32F QE"/>	FMLA-HOLIDAY PAY
<input type="text" value=""/>	<input type="text" value="33F QE"/>	FMLA-COMPENSATORY LEAVE TAKEN
<input type="text" value=""/>	<input type="text" value="34F QE"/>	FMLA-BEREAVEMENT LEAVE TAKEN
<input type="text" value=""/>	<input type="text" value="35F QE"/>	FMLA-SICK LEAVE-FAMILY
<input type="text" value=""/>	<input type="text" value="36F QE"/>	FMLA-HOLIDAY LEAVE TAKEN
<input type="text" value=""/>	<input type="text" value="37F QE"/>	FMLA-RECOGNITION LEAVE TAKEN
<input type="text" value=""/>	<input type="text" value="38F QE"/>	FMLA-DONATED LEAVE TAKEN

### LP09.4 – Reason Code and Class Relationships

The Reason Code and Class Relationships (LP09.4) tie reason codes and classes for absence processing.

LP09.4 - Reason Code and Class Relationships - PROD		
Data View ▾   Special Actions ▾   + Add    Change   ◀ Previous    Inquire   ▶ Next   Inquire ▾		
Company	<input type="text" value="1QE"/>	STATE OF ARIZONA
Reason Code	<input type="text" value="30F QE"/>	FMLA-ANNUAL LEAVE TAKEN
FC	Reason Class	Description
<input type="text" value=""/>	<input type="text" value="FML QE"/>	FMLA INTERMITTENT HOURS REPORT
<input type="text" value=""/>	<input type="text" value="QE"/>	

### LP10.1 – Link Plan Table – Not Used by SOA

### LP15.1 – Absence Plan Benefits Groups – Not Used by SOA

## LP31.1 – Employee Absence Plan Master

The Employee Absence Plan Master (LP31.1) maintains the dates that control absence plan processing and current balance amounts for each plan structure to which an employee belongs.

Service Begin and Eligibility Begin dates should be the employees Adjusted Hire Date. The Accrual From and Accrual Start dates should be the pay period end date prior to the Adjusted Hire Date. The exception to that would be specific accrual amounts that always accrue on the same date such as quarterly.

LP31.1 - Employee Absence Plan Master - PROD

Data View | Special Actions | + Add | Change | Delete | Previous | Inquire | Next | Inquire

Employee: 192923 [HALPERT, JIM](#)  
 Absence Plan: ANNUAL [ANNUAL LEAVE PLAN](#)  
 Structure Group: LPANCV01 [LP ANN COVERED FT\\_3.70](#)  
 Position: [\[Empty\]](#)

**Dates** | Balances | Carryover | GL Accounts | Override Tables | Payroll

Master Entry	01/01/2010	
Accrual End	09/28/2012	
Master End	10/03/2012	
Master Override		No override
Service Begin	03/20/2006	
Accrual From	04/13/2012	
Accrual Start	04/13/2012	
Allotment Begin		
Allotment Point		
Eligibility Begin	03/20/2006	
Limit Reset Point	01/15	
Hours Last Period End	09/28/2012	
Transfer Flag		Open
Accrual Last	09/28/2012	
Allotment Last		
Eligibility Last	09/28/2012	
Carryover Last	01/15/2018	
Earnings Last Period End		

LP31.1 - Employee Absence Plan Master - PROD

Data View | Special Actions | + Add | Change | Delete | Previous | Inquire | Next | Inquire

Employee: 192923 [HALPERT, JIM](#)  
 Absence Plan: ANNUAL [ANNUAL LEAVE PLAN](#)  
 Structure Group: LPANCV01 [LP ANN COVERED FT\\_3.70](#)  
 Position: [\[Empty\]](#)

**Balances** | Dates | Carryover | GL Accounts | Override Tables | Payroll

Available Hours	216.680000
Accrued Hours	
Allotment Hours	
Reserved Hours	
Available Earnings	
Accrued Earnings	
Allotment Earnings	
Reserved Earnings	

## LP231 – Employee Plan Master Listing

Run Employee Plan Master Report (LP231) to print a list of selected employee master record dates and related enrollment and/or length of service records.



## LP60.1 – Employee Service Inquiry

Use Employee Service Inquiry (LP60.1) to view employee service hours. Verify the number of hours calculated for length of service or confirm an accrual calculation based on hours worked in a pay period. The data displayed can be limited to records that hold a selected service code, records holding service codes within a selected service class, or records within a specified date range.

**LP60.1 - Employee Service Inquiry - PROD**

Data View ▾ | Special Actions ▾ | ◀ Previous | 🔍 Inquire | ▶ Next | Inquire ▾ | Related Forms ▾

Company  STATE OF ARIZONA  
 Employee  HALPERT, JIM

OR

Service Class  ANNUAL LEAVE BALANCE [Totals](#)  
 Service Code   
 Date Range

Service Code	Description	Date	Hours	Earnings
300	ANNUAL LEAVE TAKEN	05/10/2019	8.00	269.23 USD
300	ANNUAL LEAVE TAKEN	04/22/2019	8.00	269.23 USD
300	ANNUAL LEAVE TAKEN	04/19/2019	8.00	269.23 USD
300	ANNUAL LEAVE TAKEN	03/15/2019	8.00	269.23 USD
300	ANNUAL LEAVE TAKEN	03/14/2019	8.00	269.23 USD

Use the Totals link to access Employee Service Totals (LP60.3), to view a sum of the hours from the detail records displayed. LP60.1 will only display codes that count toward an accrual. Regular Pay code 100 will display, but code 101 Overtime will not.

**LP60.3 - Employee Service Totals - PROD**

OK Cancel Detach

Company **1** STATE OF ARIZONA  
 Employee **192923** HALPERT, JIM

Service Class **ANN** ANNUAL LEAVE BALANCE  
 Service Code  
 Date Range **01/01/2019** **12/31/2019**

Total Service Hours **88.00**  
 Total Service Earnings

## LP60.2 – Employee Event Inquiry

Use Employee Event Inquiry (LP60.2) to view event history for such purposes as verifying the number of hours used to decrement a balance in an absence plan, or to confirm a given event, date and day, entered for an employee.

**LP60.2 - Employee Event Inquiry - PROD**

Data View ▾ | Special Actions ▾ | ◀ Previous | 🔍 Inquire | ▶ Next | Inquire ▾ | Related Forms ▾

Reason Class  **Totals**  
 OR  
 Reason Code   
 Date Range    
 Search Day ▾

Reason Code	Description	Date	Day	Hours	Points	Occ
320	HOLIDAY PAY	05/27/2019	Monday	8.00		Yes
300	ANNUAL LEAVE TAKEN	05/10/2019	Friday	8.00		Yes
300	ANNUAL LEAVE TAKEN	04/22/2019	Monday	8.00		Yes
300	ANNUAL LEAVE TAKEN	04/19/2019	Friday	8.00		Yes
311	SICK LEAVE-FAMILY TAK	04/12/2019	Friday	8.00		Yes
300	ANNUAL LEAVE TAKEN	03/15/2019	Friday	8.00		Yes
300	ANNUAL LEAVE TAKEN	03/14/2019	Thursday	8.00		Yes

## LP60.4 – Employee Event Totals

Use Employee Event Totals (LP60.4) view the total event hours for the criteria you specified on Employee Event Inquiry (LP60.2).

**LP60.4 - Employee Event Totals - PROD**

◀ Back | Detach | Special Actions ▾ | 🔍 Inquire | Inquire ▾

Company **1** **STATE OF ARIZONA**  
 Employee **192923** **HALPERT, JIM**

Reason Class  
 Reason Code  
 Date Range  
 Search Day **2** **Monday**

Total Event Hours  
 Points  
 Occurrences

## LP61.1 – Company Event Inquiry

Use Company Event Inquiry (LP61.1) to view event history for an entire agency to identify the employees who have history for a specific event. For example, you can use this form to identify employees who have taken a certain type of sick leave, or who have had unexcused absence. Such absences must be identifiable by a reason code or class.

**LP61.1 - Company Event Inquiry - PROD**

Data View ▼ | Special Actions ▼ |  **Inquire** | Inquire ▼ | Related Forms ▼

Company

Reason Class

Reason Code

Date Range

Search Day

STATE OF ARIZONA

**SICK LEAVE TAKEN**

Monday

OR

Date	Day	Hours
05/06/2019	Monday	8.00
02/11/2019	Monday	8.00
03/18/2019	Monday	8.00
02/11/2019	Monday	7.00
01/07/2019	Monday	10.00
05/20/2019	Monday	8.00
03/18/2019	Monday	8.00
03/11/2019	Monday	8.00
01/14/2019	Monday	3.70
05/06/2019	Monday	8.00

**More**

Points Occurrence **Yes**

## LP62.1 – Employee Date Calendar

The Employee Date Calendar (LP62.1) displays employee attendance event history in a calendar format. A year is designated by selecting an ending month and year. All events for the 12-month period ending with the month and year selected will be displayed.

LP62.1 - Employee Date Calendar - PROD

Data View | Special Actions | Inquire | Inquire | Related Forms

Company: 103 STATE OF ARIZONA  
 Employee: 19292306 HALPERT, JIM

Year Ending: 320  
 Reason Class: Q6  
 Reason Code: Q6

Hours: 40.00  
 Points:  
 Occurrences: 5

Month	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1
April																															
May																															
June																															
July																															
August																															
September																															
October																															
November																															
December																															
January																															
February																															
March																															

## LP62.2 – Employee Days Calendar

The Employee Days Calendar (LP62.2) displays a weekly calendar of employee events. Events are displayed based on a 12-month period ending on a designated month and year. All events for the 12-month period are displayed based on the day of the week on which the event falls. The purpose of this screen is to give a total count of events by day for each month. You can filter the events that display to a specific reason code or reason class.

LP62.1 - Employee Date Calendar - PROD

Data View | Special Actions | Inquire | Inquire | Related Forms

Year Ending: 1212  
 Reason Class: Q6  
 Reason Code: 310 Q6

Hours: 167.00  
 Points:  
 Occurrences: 27

Month	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1
January																															
February																															
March																															
April																															
May																															
June																															
July																															
August																															

## LP63.1 – Absence Plan Hours Balances

The Absence Plan Hours Balances (LP63.1) displays a summary of the balances from which hours can be used during a payroll cycle for all employees in a given plan structure. Hours balance amounts display for available, and reserve balances, as these are the balances from which hours can be decremented based on an event entered in Absence Management.

**LP63.1 - Absence Plan Hours Balances - PROD**

ns ▾
Related Forms ▾
◀ Previous
🔄 Inquire
▶ Next
Inquire ▾

Company	<input type="text" value="10E"/>	STATE OF ARIZONA	
Absence Plan	<input type="text" value="ANNUAL"/>	ANNUAL LEAVE PLAN	
Structure Group	<input type="text" value="LPANSPUNC1"/>	LP ANN STATE PERS UNC FT	
			Position To <input type="text" value=""/>

Position	Available
A, DANIEL J.	31.000000
BULLAH	79.600000
JILL M.	
LISSA	67.800000
NDREA M.	40.000000
OSEPHINE A.	41.000000
T, KEKA	89.400000

## LP63.2 – Absence Plan Earnings Balances – Not Used by SOA

## LP64.1 – Employee Transaction Detail Inquiry

The Employee Transaction Detail Inquiry (LP64.1) displays **detailed** transactions that have been generated for an employee in a given absence plan structure. All of the transactions that impact a balance, including any that are created but not yet closed, will be displayed, along with selected amounts and dates from the employee master record. Dates are in reverse order with the most recent up top. The numbers on the right are cycles (pay periods).

**LP64.1 - Employee Transaction Detail Inquiry - PROD**

Data View ▾
Related Forms ▾
Special Actions ▾
◀ Previous
🔄 Inquire
▶ Next
Inquire ▾

Company	<input type="text" value="10E"/>	STATE OF ARIZONA	
Employee	<input type="text" value="1929230E"/>	HALPERT, JIM	
Absence Plan	<input type="text" value="ANNUAL"/>	ANNUAL LEAVE PLAN	
Structure Group	<input type="text" value="LPANUNC1"/>	LP ANN UNCOVERED FT_6.47	
Position	<input type="text" value=""/>		
Balance Type	<input type="text" value=""/>	All	Position To <input type="text" value="04/29/2019"/>

Dates	Transactions
Master Entry Date	01/01/2010
Last Accrual Date	05/31/2019
Last Period End Hours	05/31/2019
Accrued Hours Bal	
Avail Hours Bal	216.680000
Accrual End Date	
Master End Date	
Last Period End Earnings	
Accrued Earnings Bal	
Avail Earnings Bal	

**LP64.1 - Employee Transaction Detail Inquiry - PROD**

Data View ▾ | Special Actions ▾ | ◀ Previous  Inquire ▶ Next | Inquire ▾ | Related Forms ▾

Employee:  HALPERT, JIM  
Absence Plan:  ANNUAL LEAVE PLAN  
Structure Group:  LP ANN UNCOVERED FT\_6.47  
Position:    
Balance Type: ▾ All Position To:  

Dates **Transactions**

Date	Status	Transaction Type	Amount	Type	Cycle or Hrs
05/31/2019	9	33 Transfer from Accrual	6.470000	1	
05/31/2019	9	31 Transfer to Available	6.470000-	1	
05/31/2019	9	21 Accrual	6.470000	1	344.00
05/17/2019	9	33 Transfer from Accrual	6.470000	1	
05/17/2019	9	31 Transfer to Available	6.470000-	1	
05/17/2019	9	21 Accrual	6.470000	1	343.00
05/10/2019	9	61 ANNUAL LEAVE TAKEN	8.000000-	1	
05/03/2019	9	33 Transfer from Accrual	6.470000	1	

## LP64.2 – Employee Transaction Summary Inquiry

The Employee Transaction Summary Inquiry (LP64.2) displays a summary of the transactions that have been generated for an employee in a given absence plan structure. All transactions, including any that are created but not yet closed, are sub-totaled and displayed by type of transaction.

**LP64.2 - Employee Transaction Summary Inquiry - PROD**

Data View ▾ | Special Actions ▾ | ◀ Previous  Inquire ▶ Next | Inquire ▾ | Related Forms ▾

Employee:  HALPERT, JIM  
Absence Plan:  ANNUAL LEAVE PLAN  
Structure Group:  LP ANN UNCOVERED FT\_6.47  
Position:    
Balance Type:  Available Hours

Master Entry Date: 01/01/2010 Accrual End Date:   
Reset Point: 115 Master End Date:   
Avail Hours Balance: 216.680000 Avail Earn. Balance:   
Position To:

SC	Year Beginning	Adjustments	Usage	Lost	Ending
▾	2019	251.24	53.440000	88.00-	216.680000
▾	2018	200.46	155.280000	104.50-	251.240000
▾	2018	195.52	12.940000	8.00-	200.460000

## LP64.3 – Employee Transaction Detail Balance Inquiry

The Employee Transaction Detail Balance Inquiry (LP64.3) displays **summary** transactions that have been generated for an employee in a given absence plan structure. Transactions that impact a balance, including any that are unprocessed, will be displayed. Dates will appear from oldest to most recent.

**LP64.3 - Employee Transaction Detail Balance Inquiry - PROD**

Data View ▾ | Special Actions ▾ | ◀ Previous  Inquire ▶ Next | Inquire ▾ | Related Forms ▾

Employee:  **HALPERT, JIM**  
Absence Plan:  **ANNUAL LEAVE PLAN**  
Structure Group:  **LP ANN UNCOVERED FT\_6.47**  
Position:  **Hours**  
Accrual Type:  Position To:

Date	St	Transaction Type	Cycle or Hrs	Amount	Balance
01/11/2019	9	33 Transfer from Accrual		6.470000	251.2400000
01/25/2019	9	33 Transfer from Accrual		6.470000	257.7100000
01/30/2019	9	3 DONATED TO 000 2512		16.000000-	241.7100000
02/07/2019	9	61 ANNUAL LEAVE TAKEN		8.000000-	233.7100000
02/08/2019	9	33 Transfer from Accrual		6.470000	240.1800000
02/15/2019	9	61 ANNUAL LEAVE TAKEN		8.000000-	232.1800000
02/22/2019	9	33 Transfer from Accrual		6.470000	238.6500000
03/08/2019	9	61 ANNUAL LEAVE TAKEN		8.000000-	230.6500000

## LP65.1 – Employee Plan Balance Inquiry

The Employee Balance Inquiry (LP65.1) displays a summary of the available and reserve balances from all plans in which the employee is enrolled.

**LP65.1 - Employee Plan Balance Inquiry - PROD**

Data View ▾ | Special Actions ▾ | ◀ Previous  Inquire ▶ Next | Inquire ▾ | Related Forms ▾

Employee:  **HALPERT, JIM** Position To:

SC	Plan	Structure Group	Position	Available Hours	Available Earnings
▾	ANNUAL	LPANUCV1			
▾	ANNUAL	LPANUNC1		216.680000	
▾	COMP	LPCM HOLD			
▾	COMP	LPCM REG15			
▾	DONATED	LPDONATED			
▾	FAMILYSICK	LPSKFAM		24.000000	
▾	FMLA	LPFMLA			
▾	HOLIDAY	LPHOLIDAY			
▾	MILITARY	LPMILITARY			
▾	RECOGNITN	LPMERIT			

## LP70.1 – Manual Transaction by Employee

The Manual Transactions by Employee (LP70.1) adjusts balances in one or more specific plan for the selected employee. Create beginning balances such as Family Sick Leave. Transactions created by Employee Absence Plan Transfer (LP80.1), Mass Absence Plan Transfer (LP180), FMLA & Donated Leave can be viewed on LP70.1. Transactions in LP70 process during the nightly scheduled payroll processing.

LP70.1 - \*Manual Transactions by Employee - PROD

Data View ▾ | Special Actions ▾ | + Add |  Change | ◀ Previous |  Inquire | ▶ Next | Inquire ▾ | Related Forms ▾

Company  STATE OF ARIZONA  
 Employee  BEESLY, HALPERT  
 Position To

FC	Plan	Struct Grp	Amount	Transaction Type	Status
Position	Tran Date	Amount Type	Description		
▼	HOLIDAY QF	LPHOLIDAY QF	8.000000	03 Adj Available	Unprocessed
	<input type="text" value="QF"/>	<input type="text" value="01/20/2020"/>	1 Hours		
▼	<input type="text" value="QF"/>	<input type="text" value="QF"/>	<input type="text"/>		
▼	<input type="text" value="QF"/>	<input type="text" value="QF"/>	<input type="text"/>		
▼	<input type="text" value="QF"/>	<input type="text" value="QF"/>	<input type="text"/>		
▼	<input type="text" value="QF"/>	<input type="text" value="QF"/>	<input type="text"/>		
▼	<input type="text" value="QF"/>	<input type="text" value="QF"/>	<input type="text"/>		

More

Description  Transaction Code

## LP80.1 – Employee Absence Plan Transfer

Update form, no information available for Inquiry

## LP88.1 – Length of Service Hours – Not Used by SOA

## ZT202 – Annual Leave Rollback Warning Report

Run the Annual Leave Rollback Warning Report (ZT202) anytime up to 12/31/yyyy to review employees that are projected to exceed the maximum allowed balance for annual leave.

ZT202 - Annual Leave Rollback Warning Report - PROD

Special Actions ▾ | + Add |  Change |  Delete | ◀ Previous |  Inquire | ▶ Next | Quick Submit

Parameters

Company  STATE OF ARIZONA  
 Agency   
 Process Level  -   
 Annual Leave Plan  QF  
 Projected Hrs in Pay Period

## ZT70.1 – Donated Annual Leave

The Donated Annual Leave (ZT70.1) creates and submits donated annual leave transactions. Donations are controlled by a batch with a range of submit dates defined using Donated Annual Leave Batch Maintenance (ZT70.5). View submitted donations on the Donated Annual Leave Return (ZT70.2).

**ZT70.1 - Donated Annual Leave - PROD**

Data View ▾ | Special Actions ▾ | + Add |  Change | ◀ Previous |  Inquire | ▶ Next | Inquire | ▾

Company  STATE OF ARIZONA  
 Employee  HALPERT, JIM  
 Current Pay Rate 33.6538  
 Batch

NOTES - ALL DONATED HOURS ARE TAKEN FROM DONORS ANNUAL PLAN BALANCE  
 - ENTRIES MUST BE ADDED THEN SUBMITTED TO COMPLETE TRANSACTIONS

FC	From Employee	Current Pay Rate	Hours Donated	Hours To Deposit	Batch Error
A ▾	<input type="text" value="192924Q5"/>		<input type="text" value="10"/>		
A ▾	<input type="text" value="90210Q5"/>		<input type="text" value="40"/>		
▾	<input type="text" value="Q5"/>		<input type="text"/>		
▾	<input type="text" value="Q5"/>		<input type="text"/>		

## ZT70.2 – Donated Annual Leave Return

The Donated Annual Leave Return (ZT70.2) displays donations that have been submitted for a given company, employee, and batch. The user has the ability to perform a Return action that will create the LP70 records necessary to update leave balances for both the donating and receiving employees based on the number of unused hours remaining in the batch.

**ZT70.2 - Donated Annual Leave Return - PROD**

Data View ▾ | **Special Actions ▾** | ◀ Previous |  Inquire | ▶ Next | Inquire | ▾ | Related Forms ▾

Return

Company  STATE OF ARIZONA  
 Employee  HALPERT, JIM  
 Current Pay Rate 33.6538  
 Batch

NOTE - ALL UNUSED HOURS ARE RETURNED TO DONORS ANNUAL PLAN BALANCE

From Employee	Hours Donated	Hours Deposited	Donation Returned	Deposit Returned	Batch Error
 118	10.00	10.71			<a href="#">More</a>
 276	40.00	34.29			<a href="#">More</a>

### ZT70.3 – Additional Information

ZT70.3 - Additional Information - PROD	
← Back	Detach Special Actions ▾
 Inquire	Inquire ▾
Donating Employee Name	BEESLY, HALPERT
Current Pay Rate	36.0577
Date of Donation	02/05/2020
Date Donation Submitted	
Original Donating Pay Rate	36.0577
Original Receiving Pay Rate	33.6538

### ZT70.4 – Return Calculation Data

ZT70.4 - Return Calculation Data - PROD	
OK	Cancel Detach
Donated Leave Balance	4.2700
Calculated Donated Leave Balance	4.2700
Donated Hours Total	399.37
Return Calculation Percentage	.0106

### ZT70.5 – Donated Annual Leave Batch Maintenance

The Donated Annual Leave Batch Maintenance (ZT70.5) creates new batch numbers for employee donated leave donations and record the date that donations start. This form will also display return information for the batch upon the return of donated leave hours. The ZT70.2 Donated Leave Return processing will populate the Donation End Date.

***Do not enter the end date manually.***

ZT70.5 - Donated Annual Leave Batch Maintenance - PROD	
Data View ▾	Special Actions ▾
+ Add	 Change
 Delete	◀ Previous
 Inquire	▶ Next
	Inquire ▾
Company	1 QF STATE OF ARIZONA
Employee	192923 QF HALPERT, JIM
Batch Number	1771 QF
Donation Begin Date	10/22/2018 
Donation End Date	01/22/2019 
Eligible Balance at Return	6.5400
Pending Hours at Return	6.5400
Return Calculation Pct	1.0000
Batch Status	Closed/Returned

## Forms & Reports Quick Reference Listing

LP00.1	Absence Management Cycle Status	LP Payroll Processing Status	Status
LP01.1	Absence Plan	LP Plan Types	LP Set Up
LP02.1	Plan Structure	LP Employee Groups & Rules	LP Set Up
LP03.1	Service Rule	Length of Service Parameters	LP Set Up
LP03.2	Accrual Rule	Accrual Availability	LP Set Up
LP03.3	Eligibility Rule	Balance Availability	LP Set Up
LP03.4	Limit Rule	Balance Limits	LP Set Up
LP03.5	Payroll Rule	Service Codes That Decrement From a Balance	LP Set Up
LP03.6	General Ledger Rule	<b>Not Used By SOA</b>	LP Set Up
LP04.1	Rules Table Options	Menu	LP Set Up
LP04.2	Cycle Based Accrual Table	Cycles & Accrual Tiers	LP Set Up
LP04.3	Cycle Based Allotment Table	Cycles & Allotment Amounts	LP Set Up
LP04.4	Cycle Based Limit Table	Balance Limits	LP Set Up
LP04.5	Cycle Based GL Liability Table	<b>Not Used By SOA</b>	LP Set Up
LP04.6	Hours Based Accrual Table	<b>Not Used By SOA</b>	LP Set Up
LP04.7	Hours Based Allotment Table	<b>Not Used By SOA</b>	LP Set Up
LP04.8	Hours Based Limit Table	<b>Not Used By SOA</b>	LP Set Up
LP04.9	Hours Based GL Liability Table	<b>Not Used By SOA</b>	LP Set Up
LP06.1	Formula Options	Menu	LP Set Up
LP06.2	Cycle Amount Formula	Service Hours Toward Accruals	LP Set Up

LP06.3	Hours Amount Formula	<b>Not Used By SOA</b>	LP Set Up
LP06.4	Ratio Formula	Formula for Hours Earned (Comp & Holiday)	LP Set Up
LP06.5	Date Formula	Not Used By SOA	LP Set Up
LP07.1	Calculation	Calculation for Hours Earned (Comp & Holiday)	LP Set Up
LP08.1	Service Class	Classes to Group Service Codes for LP Purposes	LP Set Up
LP08.2	Service Code	One to One Relationship With Pay Codes- Establish Events & Accruals	LP Set Up
LP08.3	Service Class and Code Relationships	Service Codes in Service Classes	LP Set Up
LP08.4	Service Code and Class Relationships	Service Classes With Service Codes	LP Set Up
LP09.1	Reason Class	Classes to Group Reason Codes for LP Purposes (FMLA)	LP Set Up
LP09.2	Reason Code	Establish Events	LP Set Up
LP09.3	Reason Class and Code Relationships	Reason Codes in Reason Classes	LP Set Up
LP09.4	Reason Code and Class Relationships	Reason Classes With Reason Codes	LP Set Up
LP10.1	Link Plan Table	<b>Not Used By SOA</b>	N/A
LP15.1	Absence Plan Benefit Groups	<b>Not Used By SOA</b>	N/A
LP201	Absence Plan Listing	List All LP Plans (LP01.1)	Listing
LP203	Absence Plan Rules Listing	List All LP Rules (LP03.1)	Listing
LP204	Rules Tables Listing	List All LP Rules Tables (LP04.1)	Listing

LP206	Formula Listing	List All LP Accrual Formulas (LP06.1)	Listing
LP207	Calculation Listing	List All LP Accrual Calculations (LP07.1)	Listing
LP208	Service Code Listing	List All LP Service Codes (LP08.2)	Listing
LP209	Reason Code Listing	List All LP Reason Codes (LP09.2)	Listing
LP210	Service Class Listing	List All LP Service Classes (LP08.1)	Listing
LP211	Reason Class Listing	List All LP Reason Classes (LP09.1)	Listing
LP220	Employee Absence Plan or Leave History Report	History of System & Manual Plan Changes (LP31.1)	Audit Changes
LP231	Employee Plan Master Listing	List of Plan Master Dates & Balances-Negative Balances (LP31.1)	Audit Dates-Balances
LP240	Employee Plan Transaction Report	N/A-Report Run During Payroll Processing	N/A
LP260	Employee Service and Event Report	LP Report by Code, Class, Process Level, Group, EIN, Date & Day (LP60.1)	Audit Usage
LP262	Employee Event Audit Report	Reason Code Audit by Process Level, Group, EIN, Date, Day, Hour Amt & Consecutive Days (LP62)	Audit Usage
LP264	Employee Transaction History Report	LP Transactions-System & Manual Entry (LP64.3)	Audit Transactions
LP270	Open Manual Transactions	Unprocessed Manual Transaction on LP70	Audit Adjustments
LP31.1	Employee Absence Plan Master	Plan Master Dates & Balances by EIN	Dates
LP34.1	Absence Plan Hours Allocation	<b>Not Used By SOA</b>	N/A

LP35.1	Employee Absence Group Audit	<b>Not Used By SOA</b>	N/A
LP53.1	Employee Service Entry	<b>Not Used By SOA</b>	N/A
LP54.1	Employee Event History Update	<b>Not Used By SOA</b>	N/A
LP60.1	Employee Service Inquiry	Service Inquiry-Codes Counting Toward Accruals	Audit Codes-Dates
LP60.2	Employee Event Inquiry	Event Inquiry-Codes Decrementing From Balances	Audit Codes-Dates
LP60.3	Employee Service Totals	Sub-form of LP60.1	Audit Codes-Totals
LP60.4	Employee Event Totals	<b>Sub-form Not Available</b>	N/A
LP61.1	Company Event Inquiry	Search Events by Reason Class, Code, Date Range, Day of Week.	Audit Usage
LP62.1	Employee Date Calendar	12 Month Event History-Calendar Date Format	Audit Usage
LP62.2	Employee Days Calendar	12 Month Event History-Calendar Day of Week Format	Audit Usage
LP63.1	Absence Plan Hours Balances	Balances by Structure-by EIN	Audit Available Balances
LP63.2	Absence Plan Earnings Balances	<b>Not Used By SOA</b>	N/A
LP64.1	Employee Transaction Detail Inquiry	Detailed Transaction Information with Cycles-by EIN	Audit Transactions
LP64.2	Employee Transaction Summary Inquiry	Balance Information by EIN, by Year	Audit Transactions
LP64.3	Employee Transaction Detail Balance Inquiry	Summary Transaction Information With Sub Totals-by EIN	Audit Transactions
LP65.1	Employee Plan Balance Inquiry	Available Balances by EIN	Audit Available Balances
LP70.1	Manual Transactions by Employee	LP Manual Adjustments by EIN	Adjust Balances

LP80.1	Employee Absence Plan Transfer	Update Form, No Information Available for Inquiry	N/A
LP88.1	Length of Service Hours	<b>Not Used By SOA</b>	N/A
LP88.2	Totals	<b>Not Used By SOA</b>	N/A
ZT202	Annual Leave Rollback Warning Report	Maximum Hours Projection	Audit Future Balances
ZT70.1	Donated Annual Leave	Enter Donations of Annual Leave	Donated Leave
ZT70.2	Donated Annual Leave Return	Return Donations to Annual Leave/Close Batch	Donated Leave
ZT70.3	Additional Information	Donation Specifics by Transaction	Donated Leave-Audit
ZT70.4	Return Calculation Data	Donation Return Specifics by Transaction	Donated Leave-Audit
ZT70.5	Donated Annual Leave Batch Maintenance	Create Donated Annual Leave Batch	Donated Leave